



**Northern Marianas College**  
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**VACANCY Re-ANNOUNCEMENT**  
Announcement No. 16-001

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

<b>POSITION TITLE:</b>	<b>Program Coordinator I (Institutional Advancement)</b>
<b>Department:</b>	<b>Office of Institutional Advancement</b>
<b>Pay Level &amp; Step:</b>	<b>20/01 – 20/02</b>
<b>Annual Salary:</b>	<b>\$24,330.79 – \$25,182.37</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date: August 08, 2017</b>	<b>Closing Date: Until Filled</b>

*Subject to availability of funds*

*Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.*

**Nature of the Position:**

The Program Coordinator (Institutional Marketing) reports to the Director of External Relations in the External Relations Office (ERO), and participates in the efficient and effective planning and implementation of NMC's marketing activities, communication with media representatives, and provision of marketing assistance to other departments within the Northern Marianas College.

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**Duties and Responsibilities:**

- Participates in program review and outcomes assessment (PROA) activities.
- Produces and coordinates the design and writing of marketing materials including press releases, advertisements, banners, posters, etc.
- Participates in planning, organizing, implementing, and evaluating student recruitment activities.
- Communicates with media representatives to place information about Northern Marianas College (NMC) that shed a positive light on the institution.
- Assists with the management of the NMC website, including regularly updating information, posting relevant articles, and regularly assess the effectiveness of different parts of the website.
- Takes photos at various NMC events and activities and organize photo inventory.
- Helps analyze effectiveness of marketing materials.
- Assists with managing allocation of resources and budget for producing marketing material.
- Maintains inventory of marketing materials.
- Tracks and monitors project progress and develop project work plans.
- Identifies and develops relationships with potential and current vendors and suppliers.
- Provide effective phone etiquette and customer service skills.
- Perform other duties as assigned.

**Minimum Qualifications:**

Associate's Degree in Liberal Arts, Business, or related field from a U.S. Department of Education recognized and accredited institution plus two (2) years of experience in marketing and/or project coordination.

*All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution.*

*All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.*

**Knowledge, Skills, and Abilities**

- Must have experience in Program Review and Outcomes Assessment.
- Strong knowledge of relational database design principles, SQL, and MS SQL Server.
- Strong knowledge to perform Transact SQL queries in Microsoft SQL 2008.
- Management of data back up and restoration.
- Management of security policies in a complex user environment.
- Knowledge of open source database technologies.
- Capable of designing and implementing database models in a complex real-world data environment.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the Office of Institutional Advancement Division and the College.

**Work Environment:**

The Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment may vary.

**Conditional Requirements:**

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This position is classified as **Non-Exempt** under the Fair Labor Standards Act (FLSA) and is “Covered”: Is eligible to receive overtime payment at the rate of one and one-half (1.5) for any hours accumulated in excess of forty (40) within the given workweek.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

**How to Apply:**

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete Employment Application Form, Detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, Copies of all required/preferred degree/diplomas, and Copies of transcripts of all required/preferred degrees/diplomas (except high school). Optional: Cover Letter. **\*\*\*The Employment Application must be completely filled and all required documents must be submitted by the closing date. The Human Resources Office may NOT PROCESS and may REJECT any application deemed incomplete. Reference to “See Attached Resume” will not be accepted.**

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

**NOTICE:**

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

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